

MID-WEEK ANNOUNCEMENTS 4/28/2021

NEW: DOE - GR Opening Date Delayed

The opening date for reporting Graduate data for 2020-2021 has been **delayed until Monday, May 10, 2021.**

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NEW: DOE-LE (LEP Flexibility) Public Schools Only

Due to a pause in state and federal flexibility, LE data is only required for students in grade 3-8 enrolled in public schools for the 2020-2021 school year. **This data will not be reported this year by non-public schools.**

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NEW: DOE-DT (Dual Credit) Not Required

The Dual Credit (DT) report will **not be opened in July 2021.** Any dual credit records that are not included in the Course Completion (CC) period 2 report, will be pushed from the local Student Information System (SIS) for the 2021-2022 school year and will be certified in July, 2022.

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NEW: Multiple Calendars for a Single School ID

For schools that were experiencing an issue with multiple calendars on the Certification tab for a single school, this issue has been resolved. To correct the issue in Data Exchange:

1. Correct the calendar situation in the SIS. Vendor will need to remove the additional calendar from the API
2. Push data to Data Exchange
3. Run the Rules Validation on the Validations tab in Data Exchange
4. Verify results on the Certification tab

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NEW!!! - Validations Result Filter is Available

To allow easy filtering of Run ID validation results the validation result filter is now available to you on the Validations Tab in Data Exchange. On the Validations tab, click the Run ID then click the **Show Advanced Filter** button to display the filter options. After you have made your selections, click the **Reload Data** button to update the list of results.

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Reminder: Milestone Dates Announced to Complete Transition to Data Exchange

There are several milestone dates schools should note to ensure alignment and preparation for the transition to Data Exchange. This [memo](#) contains critical dates for all Indiana traditional public schools, public charter schools, and accredited non-public schools (choice and non-choice) in preparation for certification of school data in Data Exchange. Schools will be connecting to Data Exchange via their Indiana Ed-Fi Certified SIS vendor. A SIS Vendor Certification Status list can be found [here](#). Additional information on implementation of Data Exchange can be found on the [Data Exchange website](#). Please contact dataexchange@doe.in.gov with questions about these dates or about the Data Exchange system.

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Reminder: Vendor Specific Trainings Not Posted To Moodle

Data Exchange training provided to clients of specific vendors are not posted to the Data Exchange Training and Community course.

- PowerSchool specific Data Exchange training is posted to PowerSource.
- Skyward specific Data Exchange training is posted to the Skyward website.
- Jupiter Data Exchange clients will be sent a link from IDOE for the Jupiter training. Anticipated delivery of the link is approximately 1 week after the training.
- Harmony Data Exchange clients will be sent a link from IDOE for the Harmony training. Anticipated delivery of the link is approximately 1 week after the training.

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Data Exchange Tips and Tricks

1. Error Message: Rule = AT-2 and AT-6

Attendance Days or Enrollment Days may only be 0.5 (Half Day) or 1 (Full day)
Meaning - the Student record shows either Days Attended and/or Days Enrolled equal zero (0).

Resolution: Click the AT All Enrollments link on the Validations tab or the Attendance Roster link on the Certification tab. Locate the STN that has one or both error messages to confirm the counts reported show zero.

- A. Locate the student in your SIS. Was the student expected to enroll and attend but did not show up? Is the entry/exit date prior to the start of the school calendar? If yes, then working with your SIS vendor make sure the data being sent matches the data you have in your SIS. Ensure they are not sending students with one day records showing the first day of the school calendar.
- B. If no, then correct the student's entry/exit data in the SIS to a **day prior** to the school calendar. If you have also reported absences for the student these will need to be removed. Working with your SIS vendor to make sure any attendance data you remove from the SIS is also being removed (deleted) from the API when sending the corrected data through to Data Exchange.
 - a. Students who do not attend and are considered "No Shows" **DO NOT** have attendance data reported.
- C. Students who have been attending, have attendance data in the SIS, the attendance data has been set-up, configured, or mapped accurately but is not showing in Data Exchange - schools need to work with their SIS vendor to discover any issues or reasons the data is not being provided through the API to Data Exchange.
- D. Any corrections needed to be made on the student or in the setup in the SIS to allow the attendance data to be provided must be done in the SIS and then resubmitted.

2. At this time the **automated validations are not turned on** in Data Exchange. After sending Attendance data, run the rules validation button on the Validation tab. **DO NOT RUN RULES VALIDATIONS IF NO ATTENDANCE DATA HAS BEEN SENT!**

- a. It is anticipated the automated process to run the rules validations will be turned on late April to early May.

3. LINK Data Exchange Roles -

- a. **Superintendents/Principals** of public corporations that are responsible for the final review and certification (signoff) of the six data certification cycles must have the **LEA Administrator** role and the decorator role of **Data Certification**.
- b. The **financial officer**, CFO of a public corporation or non-public school must have the **Financial Administrator** role and the decorator role of **Data Certification** in order to review and certify (sign off) on the certification cycles of Data Exchange.
- c. The **non-public Principal** responsible for the final review and certification (signoff) of the six data certification cycles must have the **School Administrator** role and the decorator role of **Data Certification**.
- d. All other staff with roles for Data Exchange should NOT have the decorator role of Data Certification. This is causing access issues and will need to be removed from those staff.

4. If you don't have the [Data Exchange Knowledge Hub](#) tile on your LINK portal, please use this link to access the webpage. We anticipate all users with a Data Exchange role will have this tile on the LINK portal by the end of April.

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Reminder: One Day Record Reporting Concern:

Q: Students anticipated to enroll after the school year has begun and do not show, how do we report?

A: Students expected after the school year has begun and do not show will need to be removed from the SIS and working with your SIS vendor determine the best practice of letting them know a student is not to be reported to Data Exchange.

Note: Data Exchange does not allow a one day tolerance or grace period for students to be reported by two schools. Nor does Data Exchange allow a one day tolerance or grace period of not providing AT data for a one day record.

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Reminder: Data Exchange Known Issue:

Students showing as a conflict when entry/exit date (one day mobility record) is reported prior to the school calendar. Schools do not need to adjust their one day record to reflect a date prior to the conflicting school's first calendar date. This is being addressed by the development staff and will be corrected prior to certification of AT data. Watch for announcements when this is corrected.

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Reminder: Data Exchange Training Update

In preparation for certification of Calendar and Attendance data for Thursday, July 1, IDOE released additional Data Exchange training modules for reporting School Calendar, Calendar Session/Grading Period, and student data. All training is available in the [IDOE Moodle](#) "Data Exchange Training and Community" course (no enrollment key required). Contact [Data Exchange](#) with any questions

The following trainings have been posted:

Reporting School Calendar

- Reporting School Calendar Data
- Reporting School Calendar Data with IDOE Templates
- Submission and Validation of School Calendar Data in Data Exchange
- Validating and Certifying School Calendar Data

Reporting Calendar Session and Grading Period

- Reporting Calendar Session and Grading Period
- Reporting Calendar Session and Grading Period with IDOE Templates
- Submission of Calendar Session and Grading Period Data

Reporting Student Data in Data Exchange

- Reporting Student Data in Data Exchange
- Reporting Student Data with IDOE Templates
- Submission of Student Data in Data Exchange

Reporting Student Enrollment

- Reporting Student Enrollment Data in Data Exchange
- Reporting Student Enrollment in Data Exchange with IDOE Templates
- Submission of Student Enrollment Data in Data Exchange

- Validating and Reviewing Student Enrollment Data in Data Exchange

Reporting Student Attendance

- Reporting Attendance Event Data in Data Exchange
- Reporting and Submission of Student Attendance Data with IDOE Templates in Data Exchange
- Validating and Certifying Attendance Event Data in Data Exchange

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Recently Posted Documents and Layouts

DOE-LE2021 (LEP Flexibility) v04.27.21 Due to the pause in state and federal accountability, LE data is only required for grades 3-8 in public school for the 2020-2021 school year.

UNITE April 23, 2021 Presentation - posted to Moodle Data Exchange Trainings and Course

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REPORTS CURRENTLY OPEN

DOE-ES 2021 (Discipline) - closes 6/18/2021

DOE-RT/EM/RA 2021 - closes 6/30/21

DOE-IR 2021 - closes 6/30/21

DOE-TA 2021 (ISTEP/IREAD) - closes 7/15/21

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Reports Opening Soon

DOE-CE 2021 (Certified Employee) Period 2 - opens 5/3/2021

DOE-CP 2021 (Certified Position) Period 2 - opens 5/3/2021

DOE-CC 2021 (Course Completion) Period 2 - opens 5/3/2021

DOE-EV 2021 (Special Education Evaluation) - opens 5/3/2021

DOE-HB 2021 (Homebound/Hospitalized) - opens 5/3/2021

DOE-AD 2021 (Additional Information) - opens 5/3/2021

DOE-AL 2021 (Alternative Education) - opens 5/3/2021

DOE-TR 2021 (Special Education Termination) - opens 5/3/2021

DOE- GR 2021 (Graduate) - opens 5/10/2021

DOE-TI 2021 (Title I) - opens 5/3/2021

DOE-LE 2021 (LEP Flexibility) - opens 5/14/2021

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Help US Help YOU

Data Reporting Support Ticket: To contact STN support HelpDesk, click the following link to create a work order. Please provide the correct email address and phone number in the work order.

<https://help.doe.in.gov>

Data Reporting Support is also available by phone at 317.232.0808

